DATE: April 27, 2012

TO: Chief Instructional Officers
     Academic Senate Presidents
     Chief Student Services Officers
     Admissions & Records

FROM: Barry A. Russell, Vice Chancellor
      Academic Affairs Division

Linda Michalowski, Vice Chancellor
Student Services and Special Programs

SUBJECT: Guidelines for title 5 Regulations Sections 55024, 55040-55046 and 58161: Repetition and Withdrawal Enrollment Limitations for Non-repeatable Courses

Guidelines addressing the title 5 regulations regarding repetition and withdrawal enrollment limitations for non-repeatable courses adopted by the Board of Governors in July 2011 are now available for your reference. The guidelines focus on the changes made to sections 55024, 55040-55046 and 58161, and include definitions, an "at a glance" summary, and a Frequently Asked Questions (FAQ) section. Given that the title 5 regulatory proposal on repeatable courses being presented to the Board of Governors for a first reading in May will likely result in significant changes to those requirements, these guidelines do not include a review of the limits on courses designated as repeatable. When the Board adopts title 5 changes later this year, these guidelines will be updated to include the new repeatable course requirements and limitations. The guidelines are available on the Chancellor’s Office website from either the Student Services and Special Programs Division or Academic Affairs Division home pages under “What’s New.”

Questions regarding the guidelines can be directed to Sonia Ortiz-Mercado, Dean of Matriculation and Early Assessment, at sortiz@cccco.edu or 916-322-6817 or Sally Montemayor Lenz, Dean of Curriculum and Instruction, at slenz@cccco.edu or 916-327-1260.

cc: Sally Montemayor Lenz, Academic Affairs Division
Mark Wade Lieu, Academic Affairs Division
Elias Regalado, Fiscal Policy Division
Michelle Goldberg, Legal Affairs Division
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